

**State of Alaska**  
**Division of Fire and Life Safety**  
**TRAINING AND EDUCATION BUREAU**



**NFA: Training Operations in Small Departments (TOSD)**

**Dates:** April 18 – 19, 2015

**Time:** 9:00 AM – 5:00 PM

**Location:** Houston Fire Department- 57.3 Parks Hwy., 13965 W. Armstrong Rd., Houston, AK

**COURSE DESCRIPTION:**

This 2 day NFA course is designed to provide students with some basic tools and skills to coordinate training in fire/EMS organization whose community may be small and department may be volunteer or combination. Course content includes: Leadership issues in fire service training, identifying the legal issues affecting the training function, safety considerations in training, marketing training internally, identifying ways to justify training needs, resolving training conflicts using appropriate conflict resolution techniques, selecting and evaluating training curriculum and materials from outside sources.

**Target Audience:** Emergency personnel who coordinate and or instruct training in small fire departments. Fire & rescue personnel serving on training committees and Training Officers in volunteer departments. **NOTE:** Students who have taken the NFA: "Challenges for Local Training Officers" through the NFA Regional Delivery Program **ARE NOT** encouraged taking the NFA's TOSD.

**STUDENT RESPONSIBILITIES:**

Each student needs to obtain a Student Identification Number (SID) prior to attending a NFA course. Please follow the link for more information on obtaining your Student Identification Number (SID). <http://www.usfa.fema.gov/nfa/about/attend/ftin.shtm>

The student or his/her sponsoring agency is responsible for all costs for transportation, food, and lodging. 100% attendance and participation is required.

**Cancellation Deadline:** You may withdraw from a course up to 2 weeks before the start date without penalty. In order to withdrawal, you must notify TEB in writing before the cancellation deadline. Cancellations received after this deadline will not be honored and you will no longer be eligible to attend a National Fire Academy Direct Delivery Course hosted by TEB for 1 year (medical emergencies, weather and natural disasters are considered exceptions for course withdrawal.)

**CLASS SIZE:** 20

**INSTRUCTOR:** TBA

**REGISTRATION DEADLINE:** February 13, 2015

**STUDENT TUITION:** No Cost

Please fill out the course registration form and fax to 907-451-8998, or email to [Tori Clyde at victoria.clyde@alaska.gov](mailto:Tori.Clyde@alaska.gov) Please call the TEB office at 907-451-9001 with questions or concerns.